

*NPPR 690-1-16
Change 2

DEPARTMENT OF THE ARMY
PORTLAND DISTRICT, CORPS OF ENGINEERS
P.O. Box 2946
Portland, Oregon 97204-3440


CENPP-HR
Regulation
No. 690-1-16

1 May 1996

Civilian Personnel
ALTERNATIVE WORK SCHEDULES

1. NPPR 690-1-16, 31 December 1992, is changed with the following page changes.
2. Remove page 5-6 and replace with the attached page 5-6 and remove page B-1 and replace with the attached page B-1.
3. File this change sheet in front of the publication for reference purposes.

FOR THE COMMANDER:


CHRIS L. COTTRELL
Major, EN
Deputy Commander

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DEPARTMENT OF THE ARMY
PORTLAND DISTRICT, CORPS OF ENGINEERS
P.O. Box 2946
Portland, Oregon 97208-2946

CENPP-PO-E
Regulation
No. 690-1-16

15 December 1993

Civilian Personnel
ALTERNATIVE WORK SCHEDULES

Summary. This change is to delete the use of accumulated credit hours in lieu of sick or annual leave.

1. NPPR 690-1-16, 31 December 1992, is changed as indicated.
2. Write-in change as identified below:

Page 6. Paragraph 6r(2) delete last sentence, "An employee may use accumulated credit hours in lieu of sick or annual leave."

3. File this change sheet in front of the publication for reference.

FOR THE COMMANDER:



RICHARD E. DADISMAN
Major, EN
Deputy Commander

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CENPP-PO-E
Regulation
No. 690-1-16

31 December 1992

Civilian Personnel
ALTERNATIVE WORK SCHEDULES

1. PURPOSE. This regulation provides guidance on the administration of alternative work schedules.

2. APPLICABILITY.

a. This regulation applies to all elements of the Portland District (NPP) except Student Aids whose work schedules are restricted by law.

b. Relationships with Bargaining Units. Bargaining unit employees are subject to the provisions of the appropriate negotiated labor agreement for alternative work schedules. If provisions of the labor agreement conflict with this regulation in any area, the agreement will govern.

3. REFERENCES.

a. Required Publications.

(1) Public Law 97-221. Cited in paragraph 6a.

(2) ER 37-1-20 (Timekeeping, Pay and Leave Accounting). Cited in paragraph 6n.

(3) EM 385-1-1 (Safety and Health Requirements Manual). Cited in paragraph 6j.

(4) PDR 1125-2-1 (Operation and Maintenance of Motor Vehicles). Cited in paragraph 6j.

b. Related Publications.

(1) FPM 610 (Hours of Duty).

(2) FPM Supplement 990-2, Book 620 (Alternate Work Schedule).

(3) ER 690-1-600 (Leave and Hours of Duty).

(4) NPD Supplement 1 to ER 690-1-600 (Leave and Hours of Duty).

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*This regulation supersedes NPPR 690-1-16, 15 November 1988.

4. EXPLANATION OF TERMS.

a. Basic Work Requirement. Number of hours, excluding overtime hours, which an employee is required to work or is required to account for by leave or otherwise.

b. Overtime Hours. All hours in excess of 8 in a day or 40 in a week which are officially ordered in advance.

c. Variable Workweek. A flexible duty schedule under which, within limits consistent with the duties and requirements of the position, employees may choose their time of arrival and departure from the work site, must be present during "core time," and may extend the length of the day to accumulate "credit hours" in order to shorten a subsequent workday or workweek. No variable work plan will include work on normal days off (usually Saturday and Sunday).

d. Credit Hours. Any hours: (1) within the flexible schedule which begins no earlier than 6:30 a.m. and ends no later than 6:00 p.m., (2) which are in excess of the basic work requirement, and (3) which the employee elects to work so as to vary the length of a workweek or workday.

e. Compressed Schedule. The bi-weekly basic work requirement (80 hours for full-time employees, less than 80 hours for part-time employees) which is *scheduled for less than 10 workdays. There is no provision for earning credit hours under a compressed work schedule.

5. RESPONSIBILITIES. The lowest level of supervision (e.g., Division Chief, Branch Chief, Section Chief, First-Line Supervisor) to have authority to approve or disapprove an Alternative Work Schedule will be determined by the appropriate Division or Office Chief. It is recommended that this authority be delegated to the lowest level of supervision with responsibility for approval of time and attendance records.

6. GENERAL.

a. Advantages. The use of flexible and compressed work schedules has the potential to improve productivity and provide greater service to the public. Public Law 97-221 allows the use of flexible schedules which include:

(1) designated hours and days during which an employee on such a schedule must be present for work; and

(2) designated hours during which an employee on such a schedule may elect his or her time of arrival at and departure from work for the purpose of accumulating credit hours to reduce the length of the workweek or another workday.

b. Work Schedule. An employee may choose their time of arrival and departure from the work site within limits consistent with the duties and requirements of the position. A request for an alternate work schedule should

be made in writing. Once a schedule is approved the employee will keep that schedule on a daily basis.

c. Restrictions. Participation may be restricted by the appropriate supervisor if it is determined that the organization is being substantially disrupted in carrying out its functions because of reduced productivity or a diminished level of services furnished to the public, or is incurring additional costs (other than a reasonable administrative cost relating to the process of establishing a flexible or compressed schedule). In such cases, the appropriate supervisor may:

- (1) restrict the employee's choice of arrival and departure time,
- (2) restrict the use of credit hours, or
- (3) exclude from the program any employee or group of employees.

d. Regular Work Schedule. Employees may retain the regularly scheduled hours of work in effect for the office to which they are assigned if they so desire.

e. Crew Participation. Where an individual is part of a crew ("crew" is defined as a group of interdependent workers, e.g., drill crew), variable work schedules may be established, but all crew members must work the same variable schedule. Establishment of a crew variable schedule will be a matter of consultation between the crew and its supervisor. The schedule will remain in effect until either the crew requests a change in the schedule or the supervisor finds it necessary for work-related reasons to change the schedule.

f. Core Time. Core time is 0900 to 1500, Monday through Friday. Employees must be at work during core time unless excused by the immediate supervisor. Absence during core time will require a charge to leave or the use of credit hours. (Credit hours may also be used outside of core time. See paragraph 6r.) The duty hours of 0730 to 1600 will normally be used as a point of reference for determining the amount of excused absence to be granted for emergency situations. See Appendix A for a depiction of Core Time.

g. Arrival and Departure Times. Employees may begin their workdays as early as 0630 but not later than 0900 and may work until 1800 (unless working ordered overtime which may extend beyond 1800). Employees may request a departure time after the "daily work requirement" is completed. However, if the employee is ordered to perform overtime work, the departure time will be set by the supervisor based upon the amount of overtime needed to accomplish the mission. Once an employee arrives at work, the employee is not free, with the exception of the lunch period, to then leave and come back to work unless the time is charged to leave or credit hours and approved by the appropriate supervisor.

h. Basic Work Requirement. Full-time employees are responsible for completing a work requirement of 80 hours during a bi-weekly pay period under the variable work schedule concept. Completion of the work requirement may consist of work or a combination of work, credit hours and approved leave. In no case will employees be allowed to work more than 10 hours during any

workday under the alternative work schedule program. Use of a variable workweek will place more emphasis on the employee for assuring that the work is accomplished.

i. Earning Credit Hours. Credit hours are the duty hours worked voluntarily, with supervisory approval, in excess of the 8-hour daily requirement. Credit hours may be accumulated daily in 15-minute increments. Ideally, credit hours should be earned and used during the same pay period.

j. Accumulation of Credit Hours. A full-time employee on a flexible schedule can accumulate not more than 24 credit hours, and a part-time employee can accumulate not more than one-fourth of the hours in such employee's bi-weekly basic work requirement. For example, a part-time employee with a requirement of 64 hours during a bi-weekly period may not carry over more than 16 credit hours at any time. Employees, with the exception of field crews, may not earn credit hours while they are in a travel status. Field crews who perform travel in a pay status may earn credit hours. Supervisors need to consider and apply the safe driving practices and restrictions provided for in PDR 1125-2-1, paragraph 19c., "Driving While Fatigued," and EM 385-1-1, Safety and Health Requirements Manual, paragraph 05.B.02.b, when approving an extended workday for operators of hoisting equipment and motor vehicle drivers.

k. Use of Credit Hours. Use of credit hours is restricted to that which has already been earned. Employees may not "borrow" credit hours. The use of credit hours is voluntary at the discretion of the employee and requires prior supervisory approval. Use of annual or sick leave may not be denied to force the use of credit hours.

l. Lunch Period. Employees will account for a minimum lunch period of 30 minutes, and may extend the lunch period subject to supervisor's approval so long as the 8-hour daily work requirement is met within the flexible band of 0630 to 1800. Timing of the lunch period should be worked out within each office. No credit will be given for working through an individual's lunch period.

m. Overtime/Compensatory Time. This alternative work schedule program in no way affects the entitlements of employees to overtime compensation or compensatory time for work officially ordered and approved by management as defined in Title 5 or the FLSA.

n. Time Recording. Adequate surveillance will be maintained to assure proper and accurate time recording in accordance with ER 37-1-20 dated 1 May 81. ENG 4704, Alternate Work Schedule Time Record (Appendix B), will be prepared by each employee participating in the alternative work schedule program. The first-line supervisor is responsible to maintain these documents.

o. Temporary Duty. While on temporary duty (TDY), an employee on a

flexible schedule must account for his or her basic work requirement. For example:

If an employee is on a 4-day schedule and the temporary work site is on a 4-day schedule, or another alternative schedule in which it is possible to work 10 hours in a day, the employee may remain on his or her regular 4-day schedule. If the employee is on a 4-day schedule, but the schedule at the temporary work site is such that 10-hour days are not possible (for example, the schedule is a traditional, 5-day, 8-hour per day schedule), the employee will follow the work schedule used at the temporary work site.

p. Scheduling Annual and Sick Leave. The variable workweek does not affect an employee's right to request annual or sick leave, during either core time or flexible time. The variable workweek merely provides the employee with the option to better control the use of sick and annual leave. Further, the introduction of the variable workweek does not change the supervisor's authority and responsibility to approve the scheduling of leave. The variable workweek offers substantial opportunity for employees to use their increased flexibility instead of small amounts of leave, and it is anticipated that many employees will accumulate larger amounts of leave to use on a planned basis. It, therefore, becomes even more important that supervisors and employees effectively plan a mutually agreeable annual leave schedule early in the year to insure that no employee forfeits annual leave at the end of the leave year.

q. Holiday Absence.

(1) Employees On a Flexible Schedule. A full-time employee on a flexible work schedule who is relieved from working on a holiday is entitled to 8 hours pay for that day. A part-time employee is entitled to basic pay for the number of hours scheduled to be worked on that day, not to exceed 8 hours.

(2) Employees On Compressed Work Schedule. A full-time employee or a part-time employee, on a compressed schedule who is relieved from working on a holiday is entitled to basic pay for the number of hours scheduled to be worked that day.

r. Leave.

(1) Employees on a flexible work schedule will not be permitted to charge leave at the beginning or end of the daily schedule in order to earn credit hours. For example, an employee scheduled to work 0630 to 1700 with 30 minutes for lunch would earn 2 credit hours. However, if the employee does not arrive at work until 0730, he/she cannot use an hour of annual or sick leave for the 0630 - 0730 period and still earn 2 credit hours. Rather, the schedule for that day will automatically become 0730 - 1700 and only 1 credit hour will be earned. By the same token, if that employee arrives at 0630 and departs at 1600 for whatever reason, he/she cannot charge 1 hour of annual or sick leave and still earn 2 credit hours. The schedule will become 0630 - 1600 and 1 credit hour will be earned. If the employee arrives at 0630 and departs at 1400, he/she cannot charge 3 hours of annual or sick leave and earn 2 credit hours. The schedule will become 0630 - 1500 to cover a basic 8-hour workday and 1 hour of annual or sick leave or a


previously earned credit hour will be charged with no credit hours earned. This principle extends to all similar situations. If it becomes necessary to be absent during the basic 8-hour workday, the employee has the option of using leave or accumulated credit hours.

(2) An employee on a compressed work schedule is charged for the number of hours scheduled to work on that day. For example, an employee working 10 hours per day, 4 days per week, who takes one day of annual or sick leave will be charged leave for 10 hours.

***7. PAYMENT FOR CREDIT HOURS.** When an employee changes to a work schedule that does not allow credit hours, or leaves Portland District, the employee must be paid for accumulated credit hours at his or her current rate of pay. Payment for accumulated credit hours is limited to not more than 24 hours for a full-time employee, and for a part-time employee, not more than one-quarter of the employee's biweekly work requirement.

8. POINT OF CONTACT. Related questions or requests for clarification of the above information should be referred to the Management-Employee Relations Branch at 326-7147.

FOR THE COMMANDER:


CHRIS L. COTTRELL
Major, EN
Deputy Commander

2 Appendices

App A - Core Time Chart

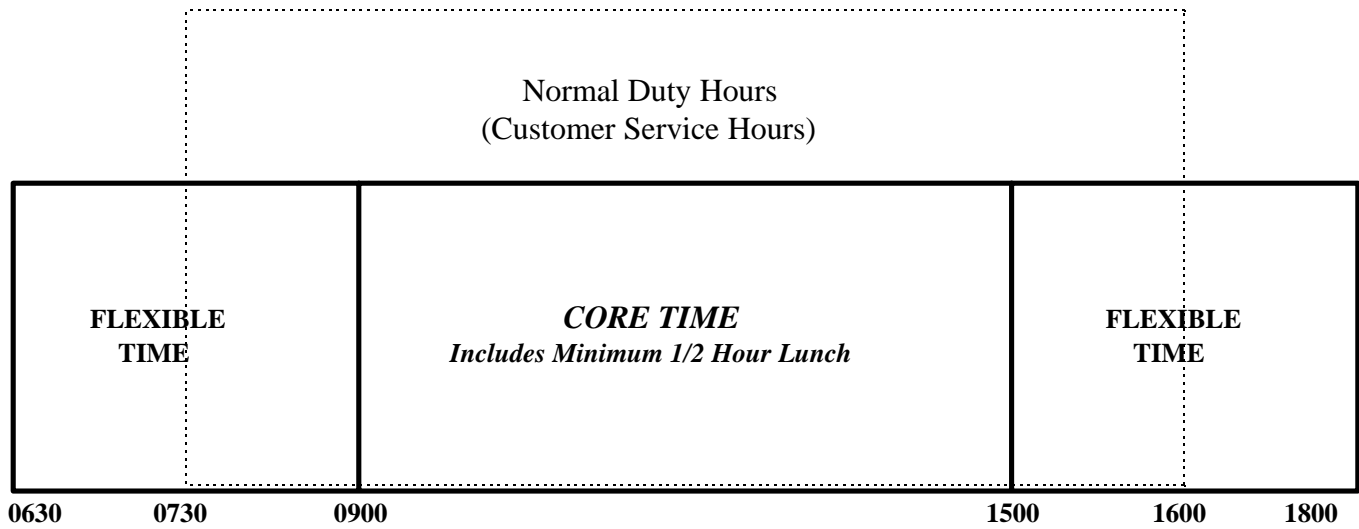
App B - Sample ENG Form 4704

DISTRIBUTION:

NPP - All Employees thru Supervisors

APPENDIX A

CORE TIME CHART



APPENDIX B

ALTERNATE WORK SCHEDULE TIME RECORD <small>(PER 37.1.20)</small>																								
NAME (Last, First, MI): <i>James, Juanita</i>		ORGANIZATION (Include Office Symbol): <i>CENPP-HR</i>		PAY PERIOD: FROM: <i>3 Sep</i> TO: <i>16 Sep</i>																				
DATE	DAY OF WEEK	CLOCK TIME				TOTAL HOURS WORKED (1)	NON-PREMIUM PAY HOURS					PREMIUM PAY HOURS			CREDIT HOURS									
		IN	OUT	IN	OUT		REG PAY HOURS WORKED	HOLIDAY	ANNUAL LEAVE	SICK LEAVE	COMP TIME USED	OTHER LEAVE TYPE	TOTAL (2)	PAID OVERTIME	COMP TIME EARNED	PAID HOLIDAY	NON-PAY HOURS (AWOL-LWOP)	EARNED	USED	RUNNING BAL.	BAL. FWD.			
9-3	SUN																							
4	MON																							
5	TUE																							
6	WED																							
7	THUR																							
8	FRI																							
9	SAT																							
TOTAL WEEK #1																								
9-10	SUN																							
11	MON																							
12	TUE																							
13	WED																							
14	THUR																							
15	FRI																							
16	SAT																							
TOTAL WEEK #2																								
<p>(1) HOURS WORKED WILL BE ROUNDED DOWNWARD TO THE COMPLETE QUARTER HOUR SEGMENT ACTUALLY WORKED.</p> <p>(2) TOTAL NON-PREMIUM PAY HOURS IN EXCESS OF THE DAILY WORK REQUIREMENT ARE CREDIT HOURS EARNED AND THOSE LESS THAN THE DAILY WORK REQUIREMENT ARE CREDIT HOURS USED UNLESS THE PERIOD OF ABSENCE IS CHARGED AS NON-PAY HOURS (AWOL-LWOP).</p>																								
I CERTIFY THAT THE ABOVE TIME RECORD IS ACCURATE (Employee's Signature):												APPROVED (Supervisor's Signature):											POSTED TO TIME & ATTENDANCE REPORT (Timekeeper's Signature):	

ENG FORM 4704, May 81

REPLACES ENG FORM 0-4704, NOV 79 WHICH IS OBSOLETE.

U.S.G.P.O. 1990-723-043/20123